

NOAA

ACCESS REQUEST FORM

OFFICE OF THE EXECUTIVE DIRECTOR (OED)

NAME: _____ OED MAIL CODE: _____

SSN: _____ ROOM/PHONE: _____

ACTION (Check One): ☐ ADD ☐ REPLACETYPE (Check One): ☐ FEDERAL EMPLOYEE ☐ CONTRACTOR ☐ GUEST RESEARCHERCITIZENSHIP (Check One): ☐ UNITED STATES ☐ FOREIGN NATIONALDUTY HOURS (Check One): ☐ BUSINESS HOURS (6:00 am to 6:00 pm) ☐ 24 HOUR ACCESS
(If both Foreign National and 24 Hour Access is Checked, Complete Back of Form)

USER GROUPS:

- ☐ **NOAAEXT** (All exterior doors: GC300, GC429, 1A006B, 1A002, 1A401, 1B802, 1C001, 1D301, 1D010A, St#4-1B)
- ☐ **TABLE** (Table Mtn. Field Site)
- ☐ **BAO Tower** (Erie Field Site)
- ☐ **LIBRARY** (Radio Bldg. Library)

REQUESTING OFFICIAL:

Name/Title:	Signature:	Date:
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AUTHORIZING OFFICIAL:

Name/Title:	Signature:	Date:
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MRSO SECURITY APPROVAL: _____ DATE: _____
(For Non-Federal Employees Only) Wendy Monroe, MRS, x5198, Room 1-4508

SECURITY INVESTIGATION CHARGE:

Org.# _____ Proj.# _____

EMERGENCY CONTACT:

NAME:	DAYTIME PHONE NUMBER:
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SIGNATURE: _____

This signature certifies that the above named Federal employee/Affiliate has received his/her PIN number/ID to access the exterior doors and if needed, access controlled, interior rooms in the NOAA Building at 325 Broadway, Boulder, Colorado. Federal employee/Affiliate agrees to keep his/her PIN number/ID confidential.